

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OL/PD-3			
1. TITLE OF REPORT (If a fill-in report include Form No.) Semi-Annual Property Report						2. TYPE OF REPORT			
						XX STATISTICAL XX NARRATIVE MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL XX LOGISTICS MEDICAL	TRAINING SECURITY FINANCE	ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annually			6. DISTRIBUTION (No. of components not number of copies) 2 - OF - 2 PD, 1 - OL/PMS, 1 ea. Contracting Team 1 - Audit - STAT				
7. FORMAT (memorandum, form computer print-out, etc) Typed memo and list of figures		8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. X NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from Chief Accounts Division Office of Finance dtd 16 May 1966				
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)							
OL/PD/CAS									
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.57	X	8	=	28.56	X	2	=	57.12
GS-9	4.91	X	8	=	39.28	X	2	=	78.56
GS-14	10.07	X	8	=	80.56	X	2	=	161.12
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR							296.80		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT X RETAIN AS IS <input type="checkbox"/> OTHER (explain) CHANGE DISCONTINUE							ESTIMATED SAVINGS MAN-HOURS		DOLLARS
15. DATE OF INVENTORY 22 Sept. 1970		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130151-6					17. EXTENSION		